



Exhibit Opportunity!

New Name, New Format!!!

The Thirty-fifth Annual Career and Technical Education Professional Development Conference (formerly, All-Service Conference) is slated for August 8-10, 2005, at the Ramkota Hotel in Bismarck, ND. This statewide event is sponsored by the North Dakota Department of Career and Technical Education with an attendance of approximately 600 teachers, counselors and administrators from the state's colleges, middle schools and high schools. Please accept this invitation to exhibit your firm's products and/or services this year!

Changes for the 2005 Conference Tradeshow

The Tradeshow format will offer exhibitors more options this year!

The Exhibitor Tradeshow is scheduled for August 8th, 8:30 to 4:30 and August 9th, 7:30 to 3:30 pm., when the afternoon coffee break concludes. Monday's events will include the Opening General Session, the Ice Cream Break, general sessions and meetings and the Conference Reception – all at the Ramkota. **Tuesday, August 9th, will consist of general sessions scheduled exclusively at the Ramkota. This year, exhibitors will have a choice of options: Exhibit Monday (1 day option) or exhibit Monday and Tuesday (2 day option).**

A sample agenda of events has been enclosed with this invitation.

We invite you to set up your exhibit in the Ramkota Courtyard beginning at 3:00 p.m. on Sunday, August 8th. (The courtyard area will be secured after 9:00 p.m. on Sunday and after 4:30 p.m. on Monday.) Booths will be marked with exhibitor names. If the Sunday set-up time is not possible for you, set up can be done from 7:30 am to 8:30 am on Monday, August 8th.

We hope that you will join us for the Conference Reception, scheduled at 4:30 pm, August 8th in the Lamborn Room at the Ramkota Hotel. The reception will provide an opportunity to relax and enjoy some conference hospitality. For those exhibitors who wish to offer drawings for door prizes for their products or services, the drawings must take place on Monday. Winners' names will be posted at the reception. Prize registration may take place at your booth. However, we ask that you kindly obtain the name, school address and telephone number of your registrants, just in case post-conference follow-up is necessary. Turn in the names of your winner(s) to Debra Huber by 4 p.m. for posting at the reception.

Exhibit Application and Contract

Exhibitors have a choice of mini-suite space or exhibit booth space that consists of an 8'X10' area on the exhibit floor. Enclosed with this invitation is an Application/Contract for Exhibit Space, describing exhibitor options and fees. If you desire more than one space or a combination of spaces, please indicate such and submit the appropriate fee with your signed contract.

Exhibitor fees **must be paid in advance to reserve your exhibit area**. Checks should be made payable to Career and Technical Education. Reservations will be accepted on a first-come, first-served basis.

A signed copy of the Application/Contract will be returned to you for purposes of confirmation and to identify your exhibit area. Please note any special needs such as extra table, power source, or internet access on the form (limited availability).

We will be printing a list of all conference exhibitors for the attendees that will include the names of all exhibitors who have returned the Application/Contract and fees by July 18, 2005. Applications/Contracts will continue to be accepted, however, through Thursday, August 4th, as space allows. In addition, we will be listing exhibitors on our conference website. If your organization has a website, we will be happy to feature a link to your site. Please include this information on your Application/Contract form (enclosed).

To encourage exhibit visitation, the All Service Conference offers you the option of participating in a "stamping" procedure. A special prize form is provided to conference participants that they complete by visiting the exhibits, and requesting the form be stamped by the exhibitor. Participating exhibitors are issued a booth number, stamp and stamp pad at the conference for this purpose. Upon completion of the prize form, participants become eligible for several major prizes. **The stamping procedure will be limited to Monday, August 8th to accommodate those exhibitors who would like to participate and prefer the 1-day option.**

The stamping procedure is useful for those exhibitors who would like visits by all conference participants. Those who are marketing to select groups of individuals may *not* find the stamping procedure useful for their purposes. We invite you to decide whether to participate or not, and let us know your wishes on the enclosed Application/Contract form.

If you have questions, please call me at (701) 328-2678. I look forward to seeing you at this year's Professional Development Conference!

Sincerely,



Debra Huber
Conference Exhibit Host
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